



## CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 1, CHIEF TECHNOLOGY OFFICER  
INFORMATION SYSTEMS DIVISION

**SALARY:** \$5970 - \$7580

**FINAL FILE DATE:** AUGUST 3, 2007

### DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Director, Information Systems Division, the CEA 1 is responsible for:

Office of Systems Oversight (OSO) - responsible for the mandated activities of Independent Project Oversight (IPO) and Independent Verification and Validation (IV&V).

Information Systems Division (ISD) - in the Chief Information Officer's absence, the CEA 1 will be responsible for directing and managing ISD in daily administration of an increasingly complex infrastructure.

The CEA 1 will be responsible for developing and implementing policies, standards, and procedures for the newly established Office of Systems Oversight charged with the implementation of IV&V and IPO to all large scale Department mission critical IT projects. The Division has been mandated by State and Federal directives to provide IPO and IV&V for the Department's statewide IT projects - Statewide Automated Welfare Systems (SAWS), Child Welfare System/Case Management System (CWS/CMS), Case Management Information and Payrolling System (CMIPS I and II), Electronic Benefits Transfer (EBT M&O and EBT Re-procurement). Each of these statewide systems has a direct impact on the continued success of providing these services and benefits to the State's most vulnerable adults, children and families.

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**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

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## **EXAMINATION INFORMATION**

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews may be held during **August/September**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

## **DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. Possess a broad IT background including IT procurement, applications development and operations.
- b. Possess senior management skills and experience.
- c. Knowledge of policy governing the administration of IT programs in the Information Systems Division.
- d. Knowledge of project management practices, asset management and operational recovery planning.
- e. Experience in IT policy development and implementation.
- f. Knowledge of state budgetary, personnel, contracting, and departmental administrative practices.
- g. Ability to conceptualize/strategize IT solutions in a manner consistent with the best interests of all divisions served by the Information Systems Division.
- h. Ability to represent the Department with other departments and branches of state government.
- i. Ability to communicate effectively with high-level local and state government officials and executive staff.

**DESIRABLE QUALIFICATIONS (CONTINUED)**

In addition, applicants must demonstrate the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationship with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 1** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**All interested applicants must file both of the following documents:**

- 1. An Application for Examination (STD 678), specifying which examination you are apply for and**
- 2. A one-page summary of qualifications identifying major accomplishments experience that specifically demonstrates competitiveness for this examination.**

NOTE: Resumes are optional and **do not** take the place of the one-page summary of qualifications.

Submit these documents to: California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 15-59, Room 1516  
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **August 3, 2007**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Julie Love,  
at (916) 657-1745.

Questions regarding the position should be directed to Sheryl Jakaboski,  
at (916) 445-9716.